

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Chief, Plans & Policy Staff/TR

DATE: 26 October 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 43

STAT
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I. SIGNIFICANT ITEMS - None

II. OTHER ITEMS

A. TRANSFER OF OVERTIME COSTS TO USING OFFICE. The Administrative Officer and the Budget Fiscal Officer met with the Deputy Comptroller to discuss the possibility of charging overtime performed by OTR personnel (particularly JOT's) for other offices to the allotment of those offices rather than to OTR. Pending completion of a staff study of the problem by TAS/COMPT it was tentatively agreed that the Budget Officers concerned should arrange for the transfer of funds for this purpose on a quarterly basis. BFO/TR is investigating the administrative problems involved in such transfers with the Agency Budget Officer. In the meantime, OTR has agreed to an overtime program for JOT [] on this basis providing the IO Division can make the necessary arrangements for reimbursement to the JOT allotment.

B. [] OBLIGATING PROCEDURES. In a meeting with the Executive Officer/ [] the BFO/TR discussed the possibility of changing the [] Obligation Procedures to incorporate additional [] obligating procedures. It was unanimously agreed that the recommended changes were feasible and will provide a more complete cost accounting record for budgetary and internal funds control. [] will complete the internal changes which incidentally will not involve additional work-load for headquarters or [] components concerned.

C. [] BUDGET FY 1956. [] and BFO/TR completed the distribution of the [] Budget by object class item detail between [] and headquarters for allocation and obligation purposes.

D. OVERTIME REPORT. The BFO/TR furnished to the DTR a summary report comparing the total overtime requested (v and uv) for the past month versus the actual overtime worked by all OTR major components. An analysis of the report indicates the actual overtime worked was 30.4% under the overtime authorization requested. A report is being prepared also of the obligations for overtime to date against the total overtime estimate for FY 1956 by component. This report should be completed in about two weeks. At that time the BFO will review with each School and Staff Chief their overtime program for the remainder of FY 1956.

E. [] TSS UNIT. A first quarter Financial Status Report was given TSS showing the complete obligation of TSS funds locally for that operation.

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F. DDP/OTR MEETING ON ROTATIONS. A meeting was held between OTR and DDP officials to attempt to expedite rotations between these components. Personnel Section/TR has prepared a comparative analysis of personnel rotated into and out of OTR for the past two years. This analysis verifies the fact that rotation of Instructors out of OTR far exceeds their replacement by operational personnel. It was decided at the meeting that the Clandestine Services Career Panel would be the focal point in the DDP for processing rotations between the Personnel Section and the Secretariat of the Panel to develop the procedures to implement the program.

G. INTERPRETATION OF EOD CEILING CONTROLS IMPOSED BY DDS. [] and [] met with [] on 24 October 1955 to discuss controls established to enforce current ceiling restrictions. [] reaffirmed that DDS requires that specific approval be obtained for each new EOD or reassignment which would result in an "over-ceiling." At the present time OTR is slightly over ceiling and has requested permission to allow several new employees to report for duty.

H. RECORDS MANAGEMENT SURVEY. [] has completed the draft of the records control schedule for the headquarters components. He will review each schedule with the appropriate School and Staff Chief before preparing the final report. The draft schedule for [] materials will be completed in about two weeks.

I. [] Administrative arrangements for the next running of [] were completed after coordination with []. All equipment has been procured and assembled at [] for shipment [].

J. REGISTRAR REPORTS. The monthly report on External Training received by CIA personnel separated during September was forwarded to the DTR this week. A copy is also sent to LETS.

K. ANALYSIS OF STUDENTS IN CURRENT BOC. Statistics on the composition of the current Basic Orientation Course were prepared for the DTR this week. A copy was sent to the Chief Instructor, BOC, also. The analysis included a break-down by Division and Office, age range, grade range and length of service in the Agency.

L. SUMMER SEMINAR DEBRIEFING. The four students who participated in this year's Summer Seminar Program were debriefed on Tuesday, October 25, 1955. Cover, transportation, per diem votes, and other administrative details were discussed. A full written report will be made to the DTR by each student.

M. PROJECT [] BRIEFING. On Monday, October 24, 1955, [] briefed a group of employees participating in Project []. The Briefing covered travel, advances, accountings, reporting schedule, and security.

N. ADDITIONAL CLASSROOM SPACE, LETS. Information has been received from the Office of Logistics advising that OTR's request for additional classroom space for LETS was approved and necessary space made available in []. Certain minor alterations are necessary to make the space suitable for use. Such alterations are being expedited to make the space ready by 7 November 1955.

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25X1 O. [] Weekly report of the utilization of [] for 25X1
the period 19 October through 25 October 1955 is attached.

25X1 [] service between [] was suspended 25X1
during the period 24 October to 14 November 1955. Substitute transportation will
be provided at least twice weekly, primarily for mail. Other transportation will
be provided as necessary.

III. PERSONNEL ITEMS

25X1 A. OTR PERSONNEL ATTENDING ADMINISTRATIVE PROCEDURES COURSE. [] 25X1
[] is scheduled to attend the Administrative Procedures Course for one week
beginning 31 October 1955. 25X1

B. OTR PERSONNEL ATTENDING BASIC ORIENTATION COURSE. []
began the BOC on 24 October 1955. He is scheduled for the next Operations Support
Course immediately following the BOC. 25X1

25X1 C. RETURN TO PARENT SERVICE. [] has received [] 25X1
[] orders regarding reassignment to [] as a Personnel Staff Officer. 25X1
He will leave for his new assignment on 2 December 1955.

25X1

Attachment

25X1 [] Report

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